



## VOLUNTEER APPLICATION

We are thrilled that you're interested in learning more about Compassion Delivered! Please fill out the following Volunteer Application. After you have completed the Volunteer Application, you will have the opportunity to sign up for volunteer positions based on current availability.

Please note that certain volunteer roles will require a background check. Instructions will be provided once roles become available. We will provide you our background screening policy for more information.

By filling out a volunteer application, you agree to receive periodic email newsletters and updates, including information about volunteer opportunities and events, from Compassion Delivered. You may unsubscribe from these emails at any time.

### CONTACT INFORMATION

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

---

### EMPLOYMENT INFORMATION

Many companies and employers make a contribution to agencies for hours their employees volunteer in the community. We do not contact your employer about your volunteer efforts with us. This information is helpful for grant purposes, but is not required. Your confidentiality is important to us.

Retired? Yes\_\_\_\_ No\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Does your employer offer days of service to volunteer in the community? Yes\_\_\_\_ No\_\_\_\_ Unsure \_\_\_\_

Does your employer offer matching gifts? Yes\_\_\_\_ No\_\_\_\_ Unsure \_\_\_\_

## REFERRAL

Do you know someone who would enjoy being a part of Compassion Delivered?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

## VOLUNTEER OPPORTUNITIES

Please select any opportunities that you are interested in and would work with your schedule.

- Committee Fundraising**
- Volunteer at an Event (choose one)** Golf Outing \_\_\_\_\_ Gala \_\_\_\_\_ Both \_\_\_\_\_
- Meal Delivery**, Fridays 10:00am-1:00pm - Visit Compassion Delivered and deliver delicious, healthy meals directly to Compassion Delivered clients. Personal vehicles required. Up to six vehicles with at least two volunteers in each car, children allowed with guardian
- Delivery Bag or Card Decoration** - Provide an extra touch of hope to the client experience. Pick up Compassion Delivered delivery bags to decorate at your workplace or other location. All ages welcome.
- Cereal Drive** - Help us make sure our clients get the most important meal of the day! Collect standard-sized boxes of cold, whole grain cereal for Compassion Delivered clients.
- Board Interest** - What experience do you have with being on a board?  
\_\_\_\_\_  
\_\_\_\_\_

---

## VOLUNTEER GOALS

We truly value each volunteer's experience. We are better able to serve our volunteers and ensure a positive experience by encouraging an open dialogue with our organization.

Please share why you have chosen to volunteer at Compassion Delivered:  
\_\_\_\_\_  
\_\_\_\_\_

Additional information or skills that you'd like for us to know about. (i.e. kitchen prep, cooking):  
\_\_\_\_\_  
\_\_\_\_\_

## SEXUAL ABUSE AND MISCONDUCT PREVENTION POLICY

Compassion Delivered, Inc. prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. Compassion Delivered, Inc. provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

### Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties. Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person
- who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body
- or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendos, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment
- or affiliation with the organization.

### Reporting Procedure

Immediately report suspected sexual abuse or misconduct to the following: (One or all)

- Founder/President: Amanda Anschutz or Daniel Anschutz
- Executive Director
- Board President
- Supervisor on duty

It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. Compassion Delivered, Inc. will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigative team.

### Anti-retaliation and False Allegations

Compassion Delivered, Inc. prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. Compassion Delivered, Inc. prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership, and criminal prosecution.

### Investigation and Follow-up

Compassion Delivered, Inc. will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. Compassion Delivered, Inc. will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Compassion Delivered, Inc. will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

**Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

Compassion Delivered, Inc. is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of Compassion Delivered, Inc. not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

**Employee and Worker Screening and Selection**

As part of its sexual abuse and misconduct prevention program, Compassion Delivered, Inc. is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by Compassion Delivered, Inc. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

**Supervision of Youth**

To provide a safe environment for minors, Compassion Delivered, Inc. strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed-door meetings when another adult is put on notice of the meeting and the door remains unlocked.

**ACKNOWLEDGEMENT FORM: SEXUAL ABUSE AND MISCONDUCT PREVENTION POLICY**

I, \_\_\_\_\_ acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

---

Employee/Volunteer's Printed Name

---

Employee/Volunteer's Signature

---

Witness' Signature

Date of Annual Review: \_\_\_\_\_

#### **MEDIA RELEASE**

I, \_\_\_\_\_, understand that Compassion Delivered, Inc. is using these premises to **{shoot, record, film, photo, etc.} a {article, social media, print material, etc.}**.

As such, I grant Compassion Delivered, Inc. the right to record my image, likeness, voice, etc., for the purposes of this production. Producers may edit any material recorded in any way they see fit. Producers may also use any of the material in any marketing and/or publicity campaigns or in any other method that is associated with the production, but they are not in any way required to use any of it if it does not work for their purposes. I understand that I will not be compensated in any way for the recording and/or use of my image, likeness, voice, etc.

---

Employee/Volunteer's Printed Name

---

Employee/Volunteer's Signature

---

Date

---

#### **VOLUNTEER DRIVER**

1. License: I have a current driver's license. If for any reason I do not have a current driver's license I will not volunteer as a Driver.
2. Insurance: I have the minimum auto insurance required by the State of Ohio. If for any reason I do not have auto insurance I will not volunteer as a Driver.
3. Costs: I acknowledge that Compassion Delivered will not be responsible for any of the costs incurred by me when using my personal auto including, but not limited to fuel, maintenance, parking/speeding violations or any cost related to damage to my personal auto.
4. Duties: I am aware that my duties as a driver may include, but are not limited to delivering meals, delivering excess food to other organizations in our community in my personal auto, or in the auto of another volunteer.
5. Safety Concerns: I am aware that delivering meal is a potentially hazardous activity. Those hazards include, but are not limited to, injuries from slips and falls, back injury due to lifting or standing, personal injury from car accidents, property damage or injury in accidents, falls, muggings and/or dog bites. I am voluntarily participating in these activities with the knowledge of the danger involved, and therefore agree to accept any and all risks of injury and will rely only upon my own insurance coverage.

I, the undersigned, am at least 18 years of age or I am the parent or guardian of a participant who is under 18 years of age. I have read this volunteer Release and Waiver of Liability and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

---

Name of participant Signature of participant Date

---

Name of parent or guardian (if under 18) Signature of parent or guardian Date

## BACKGROUND SCREENING FOR VOLUNTEERING

The policy of Compassion Delivered is to conduct background checks on all volunteers who will come into direct contact with clients or who want to work with the confidential information of Compassion Delivered. Compassion Delivered takes the safety of our volunteers while on duty (either on site or off site) and the safety of others (clients, staff, etc.) very seriously. To reduce the risks, prospective and, as applicable, current volunteers of Compassion Delivered will undergo background checks that comply with the Fair Credit Reporting Act (FCRA)

Compassion Delivered has selected an approved background screening provider and process. They will verify volunteers and all facilities and affiliates are required to use this approved provider for background screens and must comply with the provisions of this policy.

Background checks will be re-conducted every **three years** (subject to change). The following reports will be obtained:

- **Social Security Trace:** this is performed using the social security number provided. This search identifies places where the individual has lived and alias names used within the last 5 years.
- **The 50 States DOJ Registered Sex Offenders:** This checks the Federal Department of Justice database with includes the listing of registered sex offenders for all 50 states-excluding Nevada, which currently has an injunction in place. Compassion Delivered will also run the local check for our county.
- **The Government Watch List Search:** This will identify individuals and companies owned, controlled by, or acting on behalf of countries targeted by US foreign policy as terrorists and narcotics traffickers. These individuals are identified as Specially Designated Nationals (SDN) The SDN search is conducted using documentation provided by the US Treasury's Office of Foreign Assets Control (OFAC)
- **The Advanced Criminal Record Locator Search:** Will first look for criminal records in your current county of residence jurisdiction. Then it checks a nationwide criminal database to identify any further records in places you have lived and/or visited. All reported criminal history is validated at the primary source of information.

Compassion Delivered will conduct background checks for the following volunteer positions, including but not limited to:

- Meal Delivery Drivers
- Kitchen prep and packaging
- Client Services Guru
- Designated Office Assistants
- Designated Event Volunteers
- Court-ordered community Service Volunteers
- Interns

If any applicant is unwilling to submit to a criminal background check or provide all the required information, the applicant may be disqualified for any or all of the above positions. Compassion Delivered will also reserve the right to disqualify applicants for any volunteer opportunity if the background check report contains any of the following charges or offenses, including but not limited to:

- Violence or abuse of any nature
- Fraud
- Theft of any nature

Volunteers have the right to:

- Review the information received, if requested.
- Dispute the information in the background check with the credit reporting agency
- Trust the information collected for and from the background check will be used only for the purposes of volunteering,
- knowing their personal information will be securely stored by Compassion Delivered staff.

## FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION DISCLOSURE

In considering you as an applicant for a volunteer position or as a current volunteer, Compassion Delivered, Inc. may choose to secure and use information contained in either a consumer report or investigative consumer report about you obtained from a consumer reporting agency for volunteer purposes – including (1) considering your volunteer application; (2) making a decision whether to offer you a volunteer position; (3) deciding whether to allow you to continue volunteering; or (4) making other volunteer-related decisions directly affecting you. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on your character, general reputation, personal characteristics and trustworthiness. These reports may be obtained at any time after receipt of your *Authorization* and, if you are selected, throughout your affiliation with CD. You have the right, upon written request made within a reasonable time after receipt of this *Notice*, to request disclosure of the nature and scope of any consumer report or investigative consumer report.

The report will be generated by an outside organization. The scope of this *Notice* and *Authorization* is all-encompassing, and it allows CD to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are selected, throughout your affiliation with CD to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

A “consumer reporting agency” is a person or business that, on a cooperative nonprofit basis, or for monetary fees or dues, regularly assembles or evaluates consumer credit information or other information on consumers for a person who has a legitimate business need for the information or intends to use the information for volunteer purposes.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for volunteer purposes. An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

### AUTHORIZATION

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you as a volunteer for CD. If selected, this authorization shall remain on file and shall serve as an ongoing authorization for us to procure consumer reports at any time you are actively volunteering with CD. In addition, you also acknowledge receiving *A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT* (separate document) and certify that you have read and understand both of those documents.

To that end, you hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by any outside organization acting on behalf of CD, and/or CD itself. You also agree that a facsimile (“fax”) or electronic copy of this *Authorization* shall be as valid as the original.

---

Employee/Volunteer's Printed Name

---

Employee/Volunteer's Signature

---

Date

---

Drivers License Number

---

Social Security Number

## **VOLUNTEER RELEASE AND WAIVER OF LIABILITY FORM FOR COMPASSION DELIVERED**

This Release and Waiver of Liability (the "release") executed on \_\_\_\_\_ (date) by \_\_\_\_\_ ("Volunteer") releases Compassion Delivered and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for Compassion Delivered and engage in activities related to serving as a volunteer.

Volunteer understands that the scope of Volunteer's relationship with Compassion Delivered is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that Compassion Delivered will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to Compassion Delivered.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Compassion Delivered and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Compassion Delivered. I understand and acknowledge that this Release discharges Compassion Delivered from any liability or claim that I may have against Compassion Delivered with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Compassion Delivered or occurring while I am providing volunteer services.

2. Insurance: Further I understand that Compassion Delivered does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Compassion Delivered beyond what may be offered freely by Compassion Delivered in the event of injury or medical expenses incurred by me.

3. Medical Treatment: I hereby Release and forever discharge Compassion Delivered from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Compassion Delivered.

4. Assumption of Risk: I understand that the services I provide to Compassion Delivered may include activities that may be hazardous to me including, but not limited to injuries from slips and falls, back injury due to lifting or standing, personal injury from car accidents, property damage or injury in accidents, falls, muggings and/or dog bites. I am voluntarily participating in these activities with the knowledge of the danger involved, and therefore agree to accept any and all risks of injury and will rely only upon my own insurance coverage. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release Compassion Delivered from all liability.

5. Photographic Release: I grant and convey to Compassion Delivered all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Compassion Delivered in connection with my providing volunteer services to Compassion Delivered.

6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that this Release shall be governed by and interpreted in accordance with the laws of the State of Ohio. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

I, the undersigned, am at least 18 years of age or I am the parent or guardian of a participant who is under 18 years of age. I have read this volunteer Release and Waiver of Liability and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

---

Name of participant Signature of participant Date

---

Name of parent or guardian (if under 18) Signature of parent or guardian Date

## **VOLUNTEER DRIVER**

1. License: I have a current driver's license. If for any reason I do not have a current driver's license I will not volunteer as a Driver.
2. Insurance: I have the minimum auto insurance required by the State of Ohio. If for any reason I do not have auto insurance I will not volunteer as a Driver.
3. Costs: I acknowledge that Compassion Delivered will not be responsible for any of the costs incurred by me when using my personal auto including, but not limited to fuel, maintenance, parking/speeding violations or any cost related to damage to my personal auto.
4. Duties: I am aware that my duties as a driver may include, but are not limited to delivering meals, delivering excess food to other organizations in our community in my personal auto, or in the auto of another volunteer.
5. Safety Concerns: I am aware that delivering meal is a potentially hazardous activity. Those hazards include, but are not limited to, injuries from slips and falls, back injury due to lifting or standing, personal injury from car accidents, property damage or injury in accidents, falls, muggings and/or dog bites. I am voluntarily participating in these activities with the knowledge of the danger involved, and therefore agree to accept any and all risks of injury and will rely only upon my own insurance coverage.

I, the undersigned, am at least 18 years of age or I am the parent or guardian of a participant who is under 18 years of age. I have read this volunteer Release and Waiver of Liability and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

---

Name of participant Signature of participant Date

---

Name of parent or guardian (if under 18) Signature of parent or guardian Date